

**CLASS TITLE:****CHIEF OF HEALTH  
PROFESSIONS REGULATION****Class Code: 02529600****Pay Grade: 39A****EO: A****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, direct and supervise a responsible administrative and regulatory program involving the enforcement of state laws relative to the licensure, registration and regulation of practitioners of specified personal service professions and trades; to conduct hearings and act as presiding officer for the examining boards in hearings on violations of statutes and regulations involving the issuance, suspension, reinstatement or revocation of licenses; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Associate Director of Health Services Regulation of the Department of Health from whom are received general instructions relative to the policies and objectives of the Department; work is subject to occasional administrative review upon completion.

**SUPERVISION EXERCISED:** Plans, assigns, supervises and reviews the work of professional staff, information technology staff, and clerical assistants charged with direct administrative support of various health professional boards; and reviews and coordinates the work of examining boards for conformance to statutory requirements and departmental policies.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, direct and supervise a responsible administrative and regulatory program involving the enforcement of state laws relative to the licensure, registration and regulation of practitioners of specified personal service professions and trades under the jurisdiction of the Department of Health.

To act as the senior administrative officer for the examining boards for health professions within the Department; to oversee and coordinate the review of review applications for examinations conducted by the various examining boards including the evaluation and, as required, investigation of educational qualifications for the purpose of determining the eligibility of applicants for admission to the examinations; to supervise and conduct examinations for such examining boards; and to advise such examining boards regarding the type and scope of examinations to be administered and to recommend changes in examination methods and procedures, as required, to meet statutory requirements and established standards.

To direct and supervise a staff engaged in investigations and the gathering of evidence for the purpose of correcting violations and disciplining persons found to be violating state laws and regulations and to coordinate these activities with other regulatory units within the Department.

To assure the timely conduct of hearings on violations of or noncompliance with state laws and regulations relative to health professions under the jurisdiction of the Department of Health and to take the required actions authorized by law relative to the issuance, suspension, reinstatement or revocation of licenses, or warnings or reprimands.

To review all actions of the examining boards for compliance with statutory requirements and departmental policies.

To coordinate the programs of the various examining boards in order to eliminate overlapping and conflicts relative to the respective fields of practice and to assure that information pertinent to each board's jurisdiction is available in a form and manner to maximize coordination and conformance with all state statutes impacting upon the health professions and within the jurisdiction of the Department.

To analyze the laws affecting the health professions and administered by the Department and to make comparative studies thereof and to recommend rules and regulations to the Boards of Examiners and the Director for the purpose of carrying out the provisions and such laws.

To confer with, advise and assist the Associate Director of Health Services Regulation relative to the formulation of broad policies relating to the regulation of the professions and trades coming under the jurisdiction of the Division.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the state laws pertaining to the licensing, registration and regulations of practitioners of specified personal service professions and trades and the ability to interpret, apply and enforce such laws; a thorough knowledge of the methods and objectives of regulatory inspections and investigations involving personal service professions and trades and the ability to interpret, apply and enforce such laws; a thorough knowledge of the methods and objectives of regulatory inspection and investigations involving personal service professions and trades and the ability to direct, supervise, and review the work of a staff engaged in conducting such inspections and investigations; a working knowledge of the subject matter content and eligibility requirements of personal service professions and trades subject to the enforcement of state laws; the ability to interpret and implement necessary actions relative of the application of pertinent laws, rules and regulations; the ability to establish and maintain effective working relationships with superiors and associates, professional and trade groups, the community and other public and private agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving the interpretation, administration and enforcement of, or compliance with, laws pertaining to the licensing and regulation of governmental functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 7, 1998

Editorial Review: 3/15/03